

§ 1280.84

(2) Determine if the public area you have requested is available on the date and time you have requested;

(3) Evaluate whether your proposed use is appropriate for the requested space; and

(4) Determine the costs of the event.

(b) When we have completed this review, we will notify you of the decision. We may ask for additional information before deciding whether or not to approve your event.

(c) NARA reserves the right to review, reject, or require changes in any material, activity, or caterer you intend to use for the event.

§ 1280.84 May I ask to use the Rotunda?

The Rotunda is primarily used for the public exhibition of the Charters of Freedom and other documents from NARA's holdings. NARA also uses the Rotunda for activities that further its Strategic Plan. Therefore, the use of the Rotunda for private events is not permitted. NARA may, upon application, permit other Federal agencies, quasi-Federal agencies, and State, local, and tribal governments to use the Rotunda for official functions, with NARA as a co-sponsor. Governmental groups that use the Rotunda for official functions must reimburse NARA for the cost of additional cleaning, security, and other staff services.

NATIONAL ARCHIVES AT COLLEGE PARK,
MD

§ 1280.85 What space in the National Archives at College Park is available for use by non-NARA groups and organizations?

You may ask to use the following areas:

Area	Capacity
Auditorium	300.
Lecture Rooms	30 to 70 persons (or up to 300 with all dividers removed).

§ 1280.86 When are the public areas available for events in the National Archives at College Park?

Most areas are available for set-up and use from 8 a.m. until 9:30 p.m., Monday through Friday, and from 9 a.m. until 4:30 p.m. on Saturday. A

36 CFR Ch. XII (7-1-14 Edition)

NARA staff member must be present at all times when the public area is in use. If the space and staff are available, we may approve requests for events held before or after these hours and on Sunday.

§ 1280.87 Does NARA charge fees for the use of public areas in the National Archives at College Park?

NARA may charge a fee under 44 U.S.C. 2903(b) for the use of public areas in the National Archives at College Park. We inform organizations in advance and in writing of the total estimated cost of using the public areas. Federal and quasi-Federal agencies, State, local, and tribal governmental institutions using public space for official government functions pay fees to the National Archives Trust Fund only for the costs for room rental, administrative fees, additional cleaning, security, and other staff services NARA provides.

[78 FR 41305, July 10, 2013]

§ 1280.88 How do I request to use NARA public areas in the National Archives at College Park?

(a) Direct your request to use space to Special Events (Partnerships Division), National Archives and Records Administration, 700 Pennsylvania Avenue NW., Washington, DC 20408; or request by email to specialevents@nara.gov.

(b) You must submit requests for use of NARA public areas at least 30 calendar days before the proposed event is to occur.

(c) OMB control number 3095-0043 has been assigned to the information collection contained in this section.

[73 FR 36794, June 30, 2008, as amended at 78 FR 41305, July 10, 2013]

§ 1280.89 How will NARA handle my request to use public areas in the National Archives at College Park?

(a) When you ask to use public areas at the National Archives at College Park, we will review your request to:

(1) Ensure that it meets all of the provisions in this subpart;

(2) Determine if the room you have requested is available on the date and time you have requested; and

(3) Determine the cost of the event.